



Surpassing Expectations

# TIME-OFF REQUEST FORM

Your request for time off must be submitted and approved by management in advance.

## EMPLOYEE INFORMATION

NAME: \_\_\_\_\_

(PRINT PLEASE)

TODAY'S DATE: \_\_\_\_\_

NUMBER OF DAYS REQUESTED: \_\_\_\_\_

STARTING ON: \_\_\_\_\_ ENDING ON: \_\_\_\_\_

I WILL BE RETURNING TO WORK ON: \_\_\_\_\_

## TYPE OF REQUEST

I WILL CODE MY TIME-OFF TO:

\_\_\_ VACATION

\_\_\_ PAID PERSONAL DAY

\_\_\_ UNPAID

-IF YOU ARE OUT OF THE OFFICE FOR MORE THAN 1/2 OF A WORK DAY, PLEASE SELECT HOW YOU WISH TO BE COMPENSATED  
- VACATION & PAID PERSONAL DAYS ARE TO BE USED PRIOR TO SELECTING UNPAID

\_\_\_ JURY DUTY

\_\_\_ BEREAVEMENT/FUNERAL LEAVE (IMMEDIATE FAMILY / MAX OF 3 DAYS PAID)

PLEASE CIRCLE:

Mother, Father, Spouse, Brother, Sister, Child, Grandfather, Grandmother, Mother-In-Law, Father-In-Law

## EMPLOYEE CERTIFICATION

- ✓ I understand that time away from work is subject to management approval and company policies.
- ✓ We would like to grant all vacations and personal leave; however we reserve the right to deny any request in accordance to business needs.
- ✓ All requests must be submitted 2 weeks in advance and 30 days for vacations of the days requested off.
- ✓ Approval is granted after being signed by your direct supervisor.
- ✓ Upon approval, request forms will remain in employee personal file.
- ✓ Emergency time-off will be handled on a case by case scenario.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVAL

APPROVED: \_\_\_ YES \_\_\_ NO REMAINING DAYS AVAILABLE: \_\_\_ V \_\_\_ P

Supervisor/Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Input: \_\_\_\_\_ Date: \_\_\_\_\_